

Personnel Action Entry Procedures

OVERVIEW OF eRecruit, POSITION MANAGEMENT, AND JOB DATA

NEW HIRE, REHIRE, TRANSFER, OR ASSIGNING AN ADDITIONAL JOB

Before entering any records in HCM, you should first review HCM position management, eRecruit, and Job Data. This will help you decide what type of record to enter and what type of functionality to use.

Determining if an applicant created an external or internal account when applying to your particular job requisition in eRecruit AND verifying whether the applicant has employment data in HCM will define the process by which you either:

- Hire an applicant through the Hire Applicants eRecruit functionality (no previous history in HCM – no need to merge data);
- Rehire an applicant with previous employment history in HCM (previous history but not currently an active employee in HCM – possible need to merge external and internal data);
- Transfer an active employee (Active in HCM but moving to a new position – possible need to merge external and internal data);
- Assign an Additional Job (Active in HCM but adding a new job requiring review/approval of dual employment by the Labor Relations division of the Department of Human Resources – possible need to merge external and internal data).

An **employee ID** is five digits long whereas an **applicant ID** begins with the letter A and is followed by seven digits.

IMPORTANT NOTE: Before entering any records using the Rehire/Rehire, Transfer/INT or Assign Additional Job process, you must first determine the current status of the employee in HCM. A full review of the system will determine if there is a need to merge external applicant data into the internal employee ID.

The connection between eRecruit and Job Data is based on the link between the internal employee ID and external applicant ID in eRecruit. If there is no link between external and internal data, you will not have a connection between eRecruit and Workforce Administration. The result is the requisition will not close and the applicant status for those on the requisition will not default to no-hire. This in turn means that applicants will not receive notification of a hiring decision when reviewing their applicant history. In addition, the employee will not have access to their application data in eRecruit.

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The applicant may be active in the system working in another agency or department as either an exempt, contractual or temporary employee. No matter the circumstances, if the applicant has HCM data there may be a need to merge data. **IMPORTANT NOTE:** Even active employees in HCM, sometimes apply with an external applicant account rather than an internal employee account.

If an applicant who applied with an external account (Applicant ID begins with the letter A and is followed by seven digits) has employment history in HCM (five-digit ID), you will **NOT** use the Hire Applicants functionality in eRecruit. Instead, you will enter records in Workforce Administration to first close the requisition and then possibly add subsequent records depending on the specific circumstances of the situation (rehire, transfer to classified, promotion, demotion, etc).

Review Recruiting and Workforce Administration

Review the applicant data in eRecruit by navigating to **Recruiting > Identify/Process Applicants > Track Applicant Activity**. If you do not know the Applicant ID used on your specific job requisition, you can search by last name. Searching by last name will show you if the applicant has created more than one account – possibly using an external ID and also using the internal employee ID to create multiple applicant accounts.

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The screenshot shows a web browser window titled "Track Applicant Activity - Windows Internet Explorer". The address bar displays the URL: [http://hcm.per.state.vt.us/psp/HRPRD/EMPLOYEE/HRMS/c/RECRUIT_WORKFORCE_\(GBL\).APP_ACTIVITY.GBL](http://hcm.per.state.vt.us/psp/HRPRD/EMPLOYEE/HRMS/c/RECRUIT_WORKFORCE_(GBL).APP_ACTIVITY.GBL). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The PeopleSoft logo is visible in the top left corner of the page, with navigation links for Home, Add to Favorites, and Sign out. A "Menu" sidebar on the left lists various system functions, with "Track Applicant Activity" highlighted under the "Identify/Process Applicants" section. The main content area is titled "Track Applicant Activity" and includes a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" section with several search criteria: Applicant ID (begins with), Application Date (=), Name (begins with), Last Name (begins with, with a placeholder "Enter Name Here"), Alternate Character Name (begins with), Applicant Status (=), Status Code (begins with), and EmplID (begins with). Each criterion has a dropdown menu and a search icon. A "Case Sensitive" checkbox is also present. At the bottom of the search section are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The Windows taskbar at the bottom shows the Start button, a taskbar with icons for ShagIt/32, Track Applicant Activi..., COLA 2007 - Microsof..., K:\HCM Training Mate..., and Microsoft Office ..., and a system clock showing 2:12 PM.

You will also review Workforce Administration for any history the applicant may have in HCM.

Navigate to **Workforce Administration >Personal Information >Biographical >Update Personal Information** – search by last name.

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Applicant with NO employee ID in HCM

If you **DO NOT** locate a record in the system after searching by last name in Workforce Administration > Personal Information > Biographical, you will be entering a New Hire using the Hire Applicant functionality in eRecruit. Please review the New Hire procedural documentation for additional information.

Applicant with an employee ID in HCM

If you think you've located a match in the system. Verify by reviewing both last name and Social Security number by clicking on both the **Name History** and **Identity/Diversity Pages**.

If you **DO** locate a record in the system that matches your applicant by both name and social security number, make a note of the Emp ID number as this is not a new hire but instead, either a rehire, transfer of an active employee or possibly an active employee working in two separate positions – requiring the Assigning of an Additional Job.

Review the applicant's current status in **Workforce Administration > Job Information > Job Data** to determine which procedural documentation you will use to enter records into HCM.

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Examples

If the employee is active in a temporary position, you may be entering a transfer to classified record or a transfer to exempt.

If the employee is active in a classified position with restoration rights to the pay grade you are placing them in you would be entering a Transfer/INT followed by a Promotion – Advance during Restoration record.

Based on your review, please review additional procedural documentation for the specifics of this situation.

Job Data - Windows Internet Explorer

http://hcm.per.state.vt.us/psp/HRPRD/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_(GBL).JOB_DATA.GBL

File Edit View Favorites Tools Help

Job Data

PeopleSoft®

Home Add to Favorites Sign out

New Window Help

Menu

- My Favorites
- Recruiting
- Workforce Administration
 - Increase Workforce
 - Personal Information
 - Job Information
 - Review Job Information
 - Reports
 - Job Data
 - Assign Additional Job
 - Pay Rate Change
 - Action Pending (VT)
 - Workforce Reports
- Benefits
- North American Payroll
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Set Up HRMS
- Tree Manager
- Reporting Tools
- PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with Enter Name Here

Alternate Character Name: begins with

Personnel Status: =

☐ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Merging Internal and External Data

If the individual you are hiring has both history in HCM under an employee ID **AND** an external Applicant ID used to apply to your job requisition, your next step is to contact the **Employment Services Staff**. A staff member will merge the external applicant data with the internal employment data that resides in Workforce Administration. **Important: Please do not complete process of rehiring, transferring or assigning an additional job until the records are merged.**

This information is intended to provide general information, and to demystify some of the technical procedures. Again, this is an overview. Individual situation will vary. It is important to read bargaining unit and policy language and/or to contact the Department of Human Resources with questions concerning the specifics of your situation.

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